

JOB OPPORTUNITY

Job Opportunity Bulletin: #04-029

Final Filing Date Sept. 03, 2004 or
Until Filled

Position: Office Technician (T) Or Office Assistant (T) Permanent, Full-time	Salary: \$2,510– 3,050 A \$2,003 – 2,435 B \$2,172 – 2,641	Location: Office of Statewide Health Planning and Development
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General Statement of Duties:

Under the supervision of the Accounting Administrator, the Office Technician (T) / Office Assistant (T) provides clerical support to the Deputy Director and Budget Services. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you

Duties:

- ❖ Secretary to the Deputy Director. Provide clerical support for Budget Services. Review and finalize correspondence prepared by staff for signature by the Director's Office and Deputy Director.
- ❖ Assist Budget Services in the formatting and finalizing responses to control agencies, the Legislative Analyst Office, and legislative representatives
- ❖ Provide assistance to OSHPD personnel at the Administration Division's public counter, receive, screen, and route incoming phone calls to appropriate staff, make necessary room reservations and travel arrangements for meetings.
- ❖ Maintain the extensive Budget file system, and coordinate annual records retention process.
- ❖ Maintain the department's expenditure, budget, and accounting signature authorization files and ensure appropriate documents are forwarded to the control agencies.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- ❖ Possess excellent organizational skills.
- ❖ Attention to detail.
- ❖ Experience with Microsoft applications with an emphasis on Excel and Word.
- ❖ Excellent written, oral and interpersonal communication skills.
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Reflect the Mission and Values of OSHPD.

Who May Apply:

Applications will be accepted from individuals currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

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— An Equal Opportunity Employer

For more information contact Liz Martin

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Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

